



# Department of Defense **INSTRUCTION**

January 14, 1992  
NUMBER 5000.58

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USD(A)

SUBJECT: Defense Acquisition Workforce

References:

- (a) DoD Directive 5000.52, "Defense Acquisition Education, Training, and Career Development Program", October 25, 1991
- (b) Title XII of Public Law 101-510, "National Defense Authorization Act for Fiscal Year 1991,"
- (c) The Under Secretary of Defense (Acquisition) Memorandum "Designation of Acquisition and Critical Acquisition Positions," 01 October 1991, (hereby canceled)
- (d) The Under Secretary of Defense (Acquisition) "Policy Memorandum "Requirements and Qualifications for Program and Deputy Program Managers", " 01 October 1991 (hereby canceled)
- (e) through (ab) see enclosure 1

## A. PURPOSE

This Instruction and its enclosures:

1. Implements references (a) and (b).
2. Supersedes references (c) and (d).
3. Establishes policy, assigns responsibility, and prescribes procedures and criteria for designating acquisition positions and critical acquisition positions, for management of the acquisition workforce, and for establishing and managing the Acquisition Corps.

## B. APPLICABILITY AND SCOPE

This Instruction applies to:

1. The Office of the Secretary of Defense (OSD), the Military Departments (including the National Guard and Reserves, except that the National Guard is excluded from designating critical acquisition positions outside National Guard Bureau Headquarters), the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Unified and Specified Commands, the Defense Agencies, the Inspector General of the Department of Defense, and the DoD Field Activities.

2. Management Headquarters Activities and Management Headquarters Support Activities, as defined in DoD Directive 5100.73 (reference (e)).

3. Military and civilian personnel occupying positions designated acquisition positions in accordance with this Instruction.

4. Personnel occupying acquisition positions that support joint development and production with other government agencies and foreign countries.

#### C. DEFINITIONS

Terms used in this Instruction are defined in enclosure 2.

#### D. POLICY

1. The Director, Acquisition Education, Training, and Career Development, shall assist the Under Secretary of Defense for Acquisition (USD(A)) in the performance of the duties prescribed in this Instruction and other DoD issuances implementing title 10 U.S.C. (reference (f)) and shall serve as Director of Acquisition Career Management (DACM) for the OSD and the DoD Components other than the Military Departments.

2. Positions shall be designated as acquisition positions if they are within the DoD acquisition system, and are established to perform an acquisition function. Wage grade (WG) and Executive Level (EL) positions shall not be designated acquisition positions. Each acquisition position shall be in one of the following 14 categories i.e., program management; program management oversight; communications and computer systems; contracting (to include contracting for construction); purchasing (to include procurement assistant); industrial property management; quality assurance (QA); acquisition logistics; systems planning, research, development, and engineering; test and evaluation (T&E) engineering; manufacturing and production; business, cost estimating, and financial management; auditing; and education, training, and career development, and any other position category that may be designated by the (USD(A)). Each acquisition position shall have a certification standard designated for it.

3. Acquisition positions shall be identified wherever they exist in the Department of Defense, without regard to DoD Component or mission of an organizational element. It is expected, however, that the relative number and functional mix of acquisition positions will vary according to the mission of the organization:

a. Acquisition Organizations. Organizations that have an acquisition mission are expected to have the full range of acquisition positions in most or all of the acquisition position categories. Refer to enclosure 2 for a complete definition and list of acquisition organizations.

b. Nonacquisition Organizations. Many organizations not primarily responsible for acquisition programs nevertheless have acquisition positions in the functional area of procurement and contracting (e.g., contracting positions, warranted contracting officers, purchasing, procurement assistant, and industrial property management). Nonacquisition organizations also may have acquisition positions in any other functional area or may have no acquisition positions.

c. Management Headquarters Activities and Management Headquarters Support Activities. Acquisition positions shall be designated in the organizations listed in DoD Directive 5100.73 (reference (e)), in accordance with Section 1721(c) of 10 U.S.C. (reference (f)). The acquisition positions shall be designated according to the position category that applies to the duties. If more than one position category applies, the category designated should be the one that applies to the majority of the duties of the position. One position category, "Program Management Oversight," is reserved for use exclusively by those organizations. That category may only be used for positions at grade level 15, Senior Executive Service (SES), O-6 and above.

4. Authority to designate positions that are acquisition positions is hereby delegated to the Secretaries of the Military Departments; the Principal Staff Assistants to the Secretary of Defense; the Commandant, DSMC; and the Heads of the DoD Components. Positions shall be designated according to the position categories identified in subsection D.2., above, in accordance with the position category descriptions in enclosures 3 through 16.

5. Authority to designate critical acquisition positions is hereby delegated to the Secretaries of the Military Departments; the Principal Staff Assistants to the Secretary of Defense; the Commandant, DSMC; and the Heads of the DoD Components. Critical acquisition positions shall be designated according to the criteria in this Instruction.

6. Authority to designate developmental acquisition positions is hereby delegated to the Secretaries of the Military Departments; the Principal Staff Assistants to the Secretary of Defense; the Commandant, DSMC; and the Heads of DoD Components.

a. The purpose of developmental positions is to encourage lateral movement from operational, scientific and technical career fields into acquisition by providing individuals who presumably would not be able to meet the experience requirements for entry into the Acquisition Corps, the acquisition experience to qualify for the Corps and hold a critical acquisition position. If a developmental position is a critical acquisition position, then assignment of a person who is not a member of an Acquisition Corps requires a waiver.

b. Normally, the number of developmental positions for a Military Department, Office of a Principal Staff Assistant to the Secretary of Defense, DSMC, or DoD Component will not exceed five percent of the total number of acquisition positions.

7. The USD(A) prescribes education, training and experience standards for acquisition positions in DoD 5000.52-M (reference (g)) by category of position and by certification level in a career field. Education and training courses may be made a requirement to qualify to serve in a particular position or assignment (e.g. program manager (PM), standards writer, and contracting officer's representative), or may be made a requirement to be certified at a particular career level (e.g., Level II of the Contracting field).

8. There shall be a single military/civilian Acquisition Corps in each Military Department and a single civilian Acquisition Corps for all other DoD Components. Each Acquisition Corps shall be comprised of persons with acquisition backgrounds who have met the qualifications of education, training and experience established by this Instruction. Acquisition Corps members shall be eligible to fill critical acquisition positions (Section 1731 of 10 U.S.C. reference (f)). There shall be full reciprocity among Acquisition Corps.

9. Heads of DoD Components shall consult with the Under Secretary of Defense (Acquisition) prior to the appointment or reassignment of Program Executive Officers (PEOs) and Program Managers (PMs) of programs subject to review by the Defense Acquisition Board (DAB).

10. Military officers assigned to the OSD, the Defense Agencies, the Chairman of the Joint Chiefs of Staff and the Joint Staff or the other DoD Components outside their respective Military Department retain membership in the Acquisition Corps of their Military Department.

11. Mobility shall be a condition of civilian membership in the Acquisition Corps. The term "mobility," as used here does not necessarily mean "GEOGRAPHIC" mobility. Mobility will allow the DoD the flexibility to assign or reassign Acquisition Corps members to critical acquisition positions to provide for the developmental needs of the Acquisition Corps member and the acquisition programmatic needs of the department.

12. Military officers assigned to acquisition positions in the OSD, the Defense Agencies, the Chairman of the Joint Chiefs of Staff and the Joint Staff, or the other DoD Components outside their respective Military Department shall be released to obtain the mandatory training required by DoD 5000.52-M (reference (g)), subject to the availability of quotas and funding, if mandatory training is specified in the officer's career development plan. Commands shall be given copies of the officer's career development plan during the assignment process. Services shall work closely with commands to ensure that mandatory training is scheduled at an

appropriate time to meet the officer's career needs while not disrupting command mission requirements.

13. No requirement or preference for a member of the Armed Forces shall be used in consideration for selection or assignment of persons to acquisition positions, except as follows:

a. Secretaries of the Military Departments; the Commandant, DSMC; and the DoD Component Heads may reserve positions for military fill ONLY if, in accordance with Section 1722(b) of 10 U.S.C. (reference (f)) and DoD Directive 1100.9 (reference (h)) it is as follows:

(1) Determined that a member of the Armed Forces is required for the position by law: the law requires that the position be filled by a service member.

(2) Essential for the performance of the duties: the position requires skills and knowledge acquired exclusively or primarily through military training and experience.

(3) Necessary for other compelling reason: to enable the officer personnel to assume responsibilities necessary to maintain combat-related support and/or proper career development and/or to ensure that appropriate career paths up to the most senior acquisition positions exist for military personnel pursuing careers in acquisition (Section 1722(a) reference (f)).

b. For each position reserved under paragraph 11.a., above, only the following are valid military essential reasons for reserving an acquisition position, for a member of the Armed Forces (DoD Directive 1100.4, reference (i)):

(1) Law: The law requires that the position be filled by a Service member.

(2) Training: The position requires training that is military in nature.

(3) Security: Security requirements dictate that the position be filled by a member of the Armed Forces.

(4) Discipline: The position incumbent is required to exercise direct military discipline over military subordinates.

(5) Rotation: The position is required to accommodate the non-CONUS to CONUS or sea-to-shore rotation of personnel.

(6) Unusual hours: The prescribed duties of the position entail unusual hours not compatible with civilian employment.

(7) Combat Readiness: All billets in a military unit whose mission includes the requirement to engage in or maintain readiness for military operations.

(8) Military Background: The position requires current military experience for successful performance of its prescribed duties. Such required military experience must be of a first-hand nature acquired by participating in or conducting military operations, tactics, or systems operations.

(9) Career Development: To provide adequate acquisition career paths for officer career development.

(10) Other: There is another compelling reason to reserve the position for military fill. The reason must be clearly stated in the justification forwarded to OUSD(A) for approval.

c. Annually by November 1, each Secretary of a Military Department and the DoD Component Head shall submit each military-reserved position with the justification for reserving each one to the Director, Acquisition Education, Training, and Career Development for USD(A) approval. The first such report is due November 1, 1992 covering fiscal year 1992.

14. For critical acquisition positions, competition shall be at least Acquisition Corps-wide without restriction by geographic area. DoD-wide competition is highly encouraged. Acquisition Corps-wide competition, as well as appropriate consideration of external candidates, shall be used to ensure the best pool of candidates from which to select. The standards in DoD 5000.52-M and the U. S. Office of Personnel Management Certification Standards Handbook (references (g) and (j)) shall be used in conjunction with other job-related factors, as specified in the job announcement, to identify the best qualified candidates for positions.

15. Considering Non-DoD Candidates. Candidates from other Federal Agencies and the non-federal sector may be considered by expanding the area of consideration consistent with Federal personnel policy. Such candidates may be selected for acquisition positions, if they meet the eligibility and qualification requirements established for such positions by the Office of Personnel Management and meet the education, training, and experience that is considered equivalent to that required by DoD 5000.52-M (reference (g).) Candidates for critical acquisition positions must also meet the Acquisition Corps qualifications of this Instruction unless a waiver is granted.

16. Exchange Program. For broadening the experience of members of each Acquisition Corps, a test program shall be established in which members of an Acquisition Corps serving in one of the four Acquisition Corps are assigned or detailed to an acquisition position in another Department or Agency. To the maximum extent practicable, at least 5 percent of the Acquisition Corps shall serve in such exchange assignments each year. The test program shall

operate not less than 3 years (Section 1734(g) of 10 U.S.C. (reference (f))).

17. Component implementing policies and procedures shall, consistent with the merit system principles in paragraphs (1) and (2), Section 2301(b) of reference (f), take into consideration the need to maintain a balanced workforce in which women and members of racial and ethnic minority groups are appropriately represented in Government service (Section 1722(h) of reference (f)).

18. A Defense Acquisition Career Development Council shall be established for formulating policy, approving training budgets, reviewing Component Acquisition Career Program Board proposals, performing oversight of the execution of this Instruction and related acquisition-workforce issuances, and ensuring, so far as practicable, uniform implementation of DoD policies and procedures.

#### E. RESPONSIBILITIES

1. The Secretaries of the Military Departments, acting through the Service Acquisition Executives (SAE), shall:

- a. Implement this Instruction in their Military Department.
- b. Designate and publish a list of in-service military and civilian acquisition positions; critical acquisition positions; and the certification standard required for each position at least annually, as of the end of the fiscal year. "Publish" as it applies to acquisition positions means, as a minimum, access by acquisition workforce members to a data base with information normally contained in a manpower data file for each acquisition position.
- c. Establish an Acquisition Corps for their respective military and civilian acquisition workforce and make assignments of Acquisition Corps members of that Military Department to critical acquisition positions within their respective Military Departments (Section 1734(h), of 10 U.S.C., reference (f)).
- d. Maintain a list of all acquisition positions that are reserved for military fill and review these positions at least 1 year before the rotation of the incumbent to determine if continued military fill is warranted.
- e. Obtain course quotas and funding for military officers assigned to positions outside their Military Department who require mandatory training prescribed in DoD 5000.52-M (reference (g)). In coordination with the organization of assignment, schedule the officer to attend mandatory training.

f. Ensure that Military Department policies and procedures support the establishment of an exchange program between Departments and Agencies for the Acquisition Corps.

g. Establish a certification program as outlined in reference (g).

2. The Heads of the DoD Components, other than the Military Departments, the Commandant, DSMC, and the Principal Staff Assistants to the Secretary of Defense, shall:

a. Implement this Instruction in their Component or organization.

b. Designate and publish a list of all military and civilian acquisition positions; critical acquisition positions; and the certification standard required for each acquisition position at least annually, as of the end of the fiscal year.

c. In concert with the OSD/Defense Agency DACM, participate in the development and administration of an Acquisition Corps for their eligible civilian acquisition workforce.

d. Release military officers for mandatory training, as scheduled by the Military Departments consistent with mission requirements.

e. Establish a certification program as outlined in DoD 5000.52-M, reference (g).

F. PROCEDURES

1. Acquisition functions, position categories, career fields and position category descriptions are as follows:

a. Acquisition Functions, Career Fields, and Position Categories. There are seven acquisition functions, 12 career fields, and 14 position categories in the DoD Acquisition Education, Training, and Career Development Program, as depicted in the chart below. Each function consists of a career field(s) and a position category(ies). Two position categories, Program Management Oversight and Education, Training, and Career Development are not career fields and therefore do not have separate education, training and experience standards specified in DoD 5000.52-M (reference (g)). Personnel in these positions will come from the other career fields and must meet those career development requirements. One position category, Education, Training, and Career Development, does not belong in any of the seven functions. Personnel in this position category may belong in either an acquisition or a non-acquisition function.

ACQUISITION FUNCTIONS	POSITION CATEGORIES	CAREER FIELD	POSITION CATEGORY
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Acquisition Management	Program Management	X	X
	Program Management Oversight		X
	Communications-Computer Systems	X	X
Procurement & Contracting	Contracting	X	X
	Purchasing	X	X
	Industrial Property Management	X	X
Systems Planning, Research, Development, Engineering, and Testing	Systems Planning, Research, Development and Engineering	X	X
	Test & Evaluation Engineering	X	X
Production	Manufacturing & Production	X	X
	Quality Assurance	X	X
Acquisition Logistics	Acquisition Logistics	X	X
Business, Cost Estimating, and Financial Management	Business, Cost Estimating, and Financial Management	X	X
Auditing	Auditing	X	X
	Education, Training, and Career Development		X

b. Acquisition Position Category and Career Field Descriptions

(1) Enclosures 3 through 16 provide descriptions for each of the 14 acquisition position categories and associated career fields. Those descriptions shall assist in determining which positions are acquisition. Anyone serving in an acquisition position, or wishing to pursue a career in acquisition, should be in one of the 12 career fields.

(2) The 14 acquisition position categories are defined in terms of acquisition-related duties rather than job title or occupational series; e.g., a position with the title "program manager (PM)" would be an acquisition position, in the program management category, if the "program" is an acquisition program. By contrast, the position of "program manager (PM)" of a personnel program would fall outside the acquisition workforce.

(3) Besides the duties, each position category description provides occupational series codes that frequently include acquisition duties and other clues to help determine whether the position belongs in that category.

## 2. Identification of Acquisition Positions on the Basis of Occupational Series

a. As a matter of policy, civilian positions in acquisition organizations, that are classified in the following occupational series, will normally be designated acquisition positions. They should be categorized, as follows:

<u>Series</u>	<u>Position Category</u>
340	Program Management
1102	Contracting
1103	Industrial Property Management
1105	Purchasing
1910	Quality Assurance

b. All positions in the 1102 occupational series shall be designated acquisition positions, whether in an acquisition organization or not. All other civilian and military acquisition positions will be identified in accordance with the position category descriptions in enclosures 3 through 16.

## 3. Acquisition Board Structure

a. Defense Acquisition Career Development Council Membership shall consist of the USD(A) (the Chair); the SAE's, and the Chair of the OSD/Defense Agency Acquisition Career Program Board (ACPB); Assistant Secretary of Defense (Force Management and Personnel); the President Defense Acquisition University; and the Chair of each DoD Functional Board. The Director, Acquisition Education, Training, and Career Development, shall serve as the Executive Secretary and shall develop a board charter to be submitted to the USD(A), not later than April 1, 1992. The Board shall meet at least annually.

### b. DoD Functional Boards

(1) The DoD functional boards shall be established for each of the seven acquisition functions effective January 1, 1992. The position categories and career fields for each board, and the OSD office responsible for establishing, chairing, and administering each board are shown in enclosure 17.

(2) The functional boards shall provide oversight of management and program execution for their respective functional area career management programs and shall provide functional advice and recommendations to support implementation of the overall Defense Acquisition Education, Training, and Career Development Program.

(3) Responsibilities of the boards include:

(a) Certifying annually to the USD(A) as of the end of the fiscal year:

1 The education, training and experience standards and career paths specified in DoD 5000.52-M (reference (g)).

2 The curriculum content and quality of each training course is current and complete.

3 The position category description(s) in the attachments to this Instruction are current, complete, and accurate.

(b) Ensuring that the applicable career field is properly developed and implemented.

(c) Making recommendations on the establishment or disestablishment of mandatory courses.

(d) Periodically reviewing requirements, allocations, quotas, student attendance, priorities, funding, and reports under reference (g) to ensure that they support the goal of attaining a fully qualified workforce.

(e) Recommending initiatives for the enhancement of technical competence in the appropriate functional area to include cross-training, internships, and career development and rotational assignments between various DoD Components as well as other Government Agencies.

(f) Monitoring and evaluating the status of the appropriate functional areas in the Acquisition Corps of the respective DoD Components.

(4) DoD-level functional boards shall be made up of senior military or civilian functional area representatives appointed by the Secretaries of each Military Department, the Defense Logistics Agency, and the other DoD Components. Each board shall include a representative from the ASD (FM&P) and the Director, Acquisition Education, Training, and Career Development. The Head of the OSD Agency listed, as the Office of Primary Responsibility (OPR) in enclosure 17, or designee, shall serve as the Chair and as the USD(A)'s principal functional advisor for that area. The Chair shall appoint an executive secretary.

(5) Boards shall meet at least annually, before submission of the subsequent FY training budget. Additional meetings shall be held at the discretion of the chairperson.

(6) DoD functional boards shall be chartered by the USD(A). A sample charter is in enclosure 18.

c. Acquisition Career Program Boards (ACPB)

(1) The ACPB advise the SAE or the DoD Component Head in managing the accession, training, education, and career development of military and civilian personnel in the acquisition workforce and in selecting individuals for an Acquisition Corps.

(a) Each Military Department shall establish an ACPB, as prescribed in DoD Directive 5000.52 (reference (a)).

(b) There shall be an OSD/Defense Agency ACPB. Membership shall include the Director, Acquisition Education, Training and Career Development (acting in the capacity of the DACM for the OSD and the Defense Agencies); the Director of each Defense Agency or designee; the Commandant, DSMC or designee; the ASD (FM&P) or designee; the Director, Administration and Management; and the Principal Staff Assistants to the Secretary of Defense designated by the USD(A); The Director, Defense Logistics Agency (DLA), shall serve as the initial Chair, with the Chair to rotate among the members. An Executive Secretary shall be appointed by the Chair. The Board will meet at least twice annually at the call of the chair.

d. Credit for Experience in Certain Positions. For purposes of meeting any requirement under this Instruction, DoD Directive 5000.52 and DoD 5000.52-M (references (a) and (g)) for a period of experience (such as requirements for experience in acquisition positions or in critical acquisition positions) and for purposes of coverage under exceptions established by Section F.4.b. and F.7.d.(1) of this Instruction, any period of time spent serving in a position later designated as an acquisition position or a critical acquisition position under this Instruction, may be counted as experience in such a position for such purposes.

#### 4. The Acquisition Corps

a. Selection Criteria and Procedures. In accordance with Section 1732 of 10 U.S.C. (reference (f)), only persons who meet ALL the following minimum standards shall be considered for selection as Acquisition Corps members:

(1) Grade level. Employees must be serving in a position in the grade of General Schedule and/or General Management (GS/GM) 13, or above, be certified eligible for selection from outside Federal civil service to such a position, or be serving in military grade 0-4, or above.

(2) Education

(a) The individual must have a baccalaureate degree from an accredited educational institution authorized to grant baccalaureate degrees, OR must be certified by the appropriate career program board as possessing significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision-making capabilities, job performance, and qualifying experience; AND

(b) The individual must have completed at least 24 semester credit hours of study, from an accredited institution of higher education from among the disciplines of accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management. OR, as an alternative, this credit-hour standard shall be considered met if the individual has at least 24 semester hours from an accredited institution of higher education in their particular career field ALONG WITH 12 semester hours (or equivalent training) in the disciplines listed in this subparagraph. Training equivalencies shall be based on credit-hour and discipline recommendations published by the American Council on Education.

(c) Qualification through Examinations in lieu of education. An employee who is serving in an acquisition position on October 1, 1991, and who does not have 10-years of experience, may meet the management education standard by equivalency examination. Examinations considered acceptable for that are any that are accepted by accredited institutions of higher education for academic credit in the management disciplines listed in subparagraph F.4.a.(2)(b), above. The employee may use any non-duplicating combination of academic credit and examination credit to equal the required semester credit hours, which is then considered qualifying to meet the educational standard for entry into an Acquisition Corps for such persons. The Defense Activity for Non-Traditional Educational Support (DANTES) will be used for this purpose. Military Departments shall ensure accessibility at testing centers for all members of the acquisition workforce.

(3) Training. Effective October 1, 1993, the individual must have completed all mandatory training required for his or her acquisition career field through Level II as prescribed in DoD 5000.52-M (reference (g)) for that career field. The methods for achieving Level II training prescribed in DoD 5000.52-M apply.

(4) Experience. The individual must have at least 4 years of experience in an acquisition position in the DoD or in a comparable position in another Government Branch or Agency. Individuals not currently employed by the DoD may meet that standard on the basis of experience in Government or industry equivalent to the experience of a person in an acquisition position, as validated by an ACPB.

(5) Other. Additional criteria and procedures for selection into an Acquisition Corps may be established by the Secretary of the respective Military Department. Such criteria and procedures shall be in effect on, and after, October 1, 1993 subject to the approval of the Secretary of Defense and the Office of Personnel Management as appropriate.

b. Exception. Any employee, who on October 1, 1991 has at least 10 years of experience in acquisition positions (or comparable positions in other Government Agencies or the private sector) is qualified for Acquisition Corps membership without meeting the education standards established under paragraph F.5.a., above.

c. Waivers (Section 1732(d) of 10 U.S.C. (reference (f))).

(1) The Acquisition Career Program Board of the respective DoD Component may waive any, or all, of the standards of paragraph F.4.a., above, except that part of paragraph F.4.a.(2)(a) that states "OR must be certified by the appropriate career program board as possessing significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision-making capabilities, job performance, and qualifying experience" if the board certifies that an employee or prospective employee possesses significant potential for advancement to levels of greater responsibility and authority based on demonstrated analytical and decision-making capabilities, job performance, and qualifying experience.

(2) All waivers granted in accordance with paragraph F.4.c.(1), above, shall be documented in writing, to include the rationale for granting the waiver.

(3) All waiver documents shall be retained by the cognizant DACM who shall do periodic reviews to ensure compliance and equitable application of waiver criteria. Copies of all waivers shall be submitted to and retained by the Director of Acquisition Education, Training, and Career Development, OUSD(A).

d. Procedures for the selection of members of Service Acquisition Corps shall be approved by each SAE and shall be coordinated in advance with the Director, Acquisition Education, Training, and Career Development, OUSD(A). The purpose of this coordination shall be to ensure uniformity to the maximum extent practicable throughout the Department of Defense in accordance with Section 1701(b) of 10 U.S.C. (reference (f)), and to ensure compliance with the law, DoD 5000.52-M and DoD Directive 5000.52 (references (g) and (a)).

e. Authority to select members of the Acquisition Corps for the OSD; the DSMC; and the DoD Component Heads other than the Military Departments is hereby delegated to the cognizant DoD Component Heads other than the Military Departments and the Commandant, DSMC. Procedures shall be developed by the Director, Acquisition Education, Training, and Career Development.

f. Civilian employees who are members of a Military Department or the OSD/Defense Agency Acquisition Corps shall be automatically qualified for another Acquisition Corps on selection to fill a critical acquisition position in that DoD Component. On admission to the new Acquisition Corps, they may be required to complete any additional training for that Acquisition Corps within 18 months. Military personnel shall remain a member of the

Acquisition Corps of their respective Military Department even when assigned to positions in the other DoD Components.

g. Acquisition Corps Assignment and/or Placement

(1) The Secretary of each Military Department, acting through the SAE is responsible for the proper assignment of civilian and military members of the Acquisition Corps of that Military Department to critical and other acquisition positions (Section 1734(h) of 10 U.S.C. reference (f)). The Heads of the Defense Agencies; the Commandant, DSMC; and the Principal Staff Assistants to the Secretary of Defense have comparable responsibility.

(2) When not serving in critical acquisition positions, Acquisition Corps members may be in training, education, or developmental programs, or in operational assignments. Assignment to operational positions shall not preclude the Acquisition Corps member from meeting the certification requirements in DoD 5000.52-M (reference (g)).

h. Mobility Agreements

(1) Mobility agreements shall reference all applicable laws and regulations governing the conditions of mobility and briefly summarize the meaning of each to ensure that the employee fully understands the conditions of mobility that the employee is subject to.

(2) Mobility agreements shall allow the employee to state desired geographic locations, as well as those locations not considered desirable (DoD Directive 1400.24, "Civilian Mobility Program," reference (k)).

(3) It is recommended that the mobility agreements signed with Acquisition Corps members in advanced education programs be tailored to encourage completion of a semester.

5. Critical Acquisition Positions

a. Those positions are selected acquisition positions that must be filled by members of the Acquisition Corps. In accordance with Section 1733 of 10 U.S.C. (reference (f)), the Secretary of Defense, acting through the USD(A), is responsible for designating critical acquisition positions in the Department of Defense. As such, the following acquisition positions shall be designated as "critical":

(1) Any acquisition position that is classified for fill by a civilian employee in grade 14, or above.

(2) Any acquisition position that is classified for fill by a member of the SES.

(3) Any acquisition position required to be filled by a commissioned officer of the Army, the Air Force, or the Marine Corps serving in the grade of lieutenant colonel or a higher grade; or a commissioned officer of the Navy serving in the grade of commander, or a higher grade.

(4) All PEO positions and deputy PEO positions, if they exist.

(5) All PM and DPM positions for major defense acquisition programs.

(6) All PM and DPM positions for significant nonmajor defense acquisition programs.

(7) Senior Contracting Officials and Heads of Contracting Activities.

(8) Other acquisition positions of significant management responsibility in which the primary duties are supervisory or management.

b. Services and Agencies shall be able to produce, in an automated form, a listing of all their critical acquisition positions and shall be able to identify the incumbents and their corps membership status.

c. On, and after, October 1, 1993, all critical positions shall only be filled by Acquisition Corps members (Section 1733(a) of 10 U.S.C. (reference (f))). Between the publication date of that revision and October 1, 1993, Military Departments and other DoD Components shall make every effort to fill critical positions with corps members.

d. Exception: Qualification standards for critical positions except for those in U.S. Office of Personnel Management Certification Standards Handbook (reference (j))), shall NOT apply to an employee who is serving in a critical acquisition position on October 1, 1992, for qualifying to continue to serve in that position or to a person who is serving in a program management position on October 1, 1991, for purposes of qualifying to continue to serve in such position.

## 6. Assignments to Critical Acquisition Positions

### a. Assignment Requirements

(1) Selection for Critical Positions shall be made from those in, or otherwise qualified for, the Acquisition Corps. The SAEs may waive that provision (in writing) in circumstances, when it is determined that qualified Acquisition Corps members are not available.



(2) Individuals who are not corps members may be considered for critical positions, if they qualify for entry into the Acquisition Corps. That provision applies particularly to consideration of non-DoD candidates and for SES positions that are required by Section 3393 of 5 U.S.C. (reference (1)) to be recruited from all groups of qualified individuals both in and outside civil service.

(3) Individuals from other Government Agencies or industry who are tentatively selected for critical positions must meet the basic eligibility for Acquisition Corps membership and must be approved for Acquisition Corps membership by the appropriate ACPB before final selection is made for the position.

b. The PMs and the DPMs of Major Defense Acquisition Programs and Significant Nonmajor Defense Acquisition Programs

(1) Assignment Period

(a) The PM and the DPM of major defense acquisition programs shall be assigned to the position, at least until completion of the major milestone that occurs closest in time to the date on which the person has served in the position for 4 years; and to the maximum extent practicable, a PM who is the replacement for a reassigned PM shall arrive at the assignment location before the reassigned PM leaves. Except as in subparagraph F.6.b.(2), below, the Secretary of the Military Departments concerned may not reassign a PM or a DPM from such an assignment, until after such major milestone has occurred.

(b) A person may not be assigned to a position as a PM or a DPM of a major defense acquisition program unless the person executes a written agreement to remain on active duty (if a member of the Armed Forces) or to remain in Federal service (if an employee) in that position at least until completion of the first major milestone that occurs closest in time to the date on which the person has served in the position for 4 years. The Service obligation in such a written agreement shall remain in effect unless and until waived by the Secretary of the Military Department concerned.

(2) Waiver of Assignment Period. For a person assigned to a position as a PM or a DPM of a major defense acquisition program, the Secretary of the Military Department concerned may waive the prohibition on reassignment and the service obligation in an agreement signed by that person, but only in exceptional circumstances. The authority to grant such waivers may be delegated by the SAE of a Military Department only to the DACM for the Military Department. For the DoD Components, other than Military Departments, the authority to grant such waivers is the Director,

Acquisition Education, Training, and Career Development, OUSD(A), in his capacity as the DACM. For each waiver, the SAE (or DACM) shall set forth in a written document the rationale for the decision to grant the waiver. The document shall be submitted to the Director of Acquisition Education, Training, and Career Development, OUSD(A), for retention. Waivers may be granted for the following reasons only:

humanitarian reassignment, discharge, or retirement; relief of duties and reassignment in the interest of the Department of Defense; promotion, where promotion in place is not allowable. The assignment period is statutorily waived for any individual serving as a DPM if the individual is assigned to a critical acquisition position upon completion of the individual's assignment as a DPM. Such statutory waivers are not considered to be breaches of service-obligation agreements or other prohibitions on reassignments and are therefore not subject to the reporting procedures applicable to those waivers.

### (3) Qualification Standards

(a) Before being assigned to a position as a PM (effective October 1, 1991) or a DPM (effective October 1, 1992) of a major defense acquisition program, a significant nonmajor defense acquisition program, or a highly-sensitive classified acquisition program that meets the threshold criteria for a major or significant nonmajor defense acquisition program, a person:

1 Must have completed the program management course at the Defense Systems Management College (DSMC) or a management program at an accredited educational institution determined to be comparable by the Secretary of Defense.

2 In the case of a major defense acquisition program, must have executed a written agreement to remain on active duty (in the case of a member of the Armed Forces) or to remain in Federal service (in the case of an employee) in that position at least until completion of the first major milestone that occurs closest in time to the date on which the person has served in the position for 4 years.

3 In the case of a major defense acquisition program, must have at least 8 years of acquisition experience, at least 2 years of which were performed in a program office or similar organization (e.g., systems program office, program management office); and in the case of a significant nonmajor defense acquisition program, must have at least 6 years of acquisition experience.

4 In the case of the DPM of a major defense acquisition program, must have at least 6 years of acquisition experience, at least 2 of which were performed in a program office or similar organization; and in the case of a significant nonmajor defense acquisition program, must have at least 4 years of acquisition experience.

(b) Program Management Course Comparability. The Secretaries of the Military Departments and the DoD Component Heads may request that a management program of study at an accredited institution be determined to be comparable to the program management course at the DSMC. Such requests shall be submitted to the Director, Acquisition Education, Training and Career Development, OUSD(A). The determination of comparability shall be based on evidence that the proposed program imparts the same competencies to the degree of proficiency imparted by the program management course.

(c) Limitations. Any civilian or military member who does not meet these education, training, and experience standards may not carry out the duties or exercise the authorities of that position, except for a period not to exceed 6 months, unless a waiver of the standards is granted as in subparagraph F.6.b.(4), below.

(d) Exceptions. The qualification standards of subparagraph F.6.b.(3)(a), above, and limitations of subparagraph F.6.b.(3)(c), above, shall not apply to a person who is serving in a PM position on October 1, 1991, for qualifying to continue to serve in such position; i.e., to serve in that particular PM position.

(4) Waiver of Qualification Standards

(a) The Secretary of each Military Department (acting through the SAE) or the Director of Acquisition Education, Training and Career Development for the Defense Agencies and the other DoD Components of the Department of Defense, may waive on a case-by-case basis, the qualification standards for the assignment of an individual to be a PM. Such a waiver shall be granted only if unusual circumstances justify the waiver, or, if the Secretary of the Military Department concerned (or official to whom the waiver authority is delegated) determines that the individual's qualifications obviate the need for meeting the education, training, and experience standards established under this Instruction.

(b) The authority to grant such waivers may be delegated for the SAEs of the Military Departments, only to the DACM for the Military Department concerned. The authority to grant such waivers for the Defense Agencies and the other DoD Components is, hereby, delegated to the Director of Acquisition, Education, Training, and Career Development.

c. The PEOs. AS OF OCTOBER 1, 1992, before being assigned to a position as a PEO, a person, must have, as follows:

(1) Completed the program management course at the DSMC or a management program at an accredited educational institution deemed to be comparable by the USD(A);

(2) At least 10 years experience in an acquisition position(s), at least 4 of which were performed while assigned to a critical acquisition position.

(3) Held a position as a PM or a DPM.

d. General and Flag Officers and Civilians in Equivalent Positions

(1) In accordance with Section 1623 of 10 U.S.C. (reference (f)) as amended by Pub.L. No. 101-189, Chapter 85 (reference (m)), until October 1, 1992, general or flag officers may be assigned to duty in a procurement command only, if they meet the education, training, and experience standards established for the PMs of major programs (as in Section 1622(b) of reference (f)). Those standards include completion of the DSMC Program Management Course, or comparable program management course at another institution. Additionally, the officer must have at least 8-years experience in acquisition of weapons systems or related items of supply, at least 2-years of which were performed while assigned to a procurement command or the staff of a SAE, a PEO, or a PM.

(2) AS OF OCTOBER 1, 1992, before a general officer, a flag officer, a civilian in the SES, or a civilian at the senior level (in a position classified above GS/GM-15 level) may be assigned to a critical acquisition position, the person must have at least 10-years experience in an acquisition position(s), at least 4 years of which were performed while assigned to a critical acquisition position.

e. Senior Contracting Officials. As of October 1, 1992, before a person may be assigned to a critical acquisition position as a senior contracting official, the person must have at least 4 years experience in contracting and be qualified at Level III of the contracting career field (see DoD 5000.52-M, reference (g)).

f. Duration of Assignments to Critical Positions Decisions on assigning or selecting personnel to fill critical positions shall take into consideration the individual's potential for completing the required tour length, as follows:

(1) On, and after, October 1, 1993, any person assigned to a critical acquisition position shall remain in that position for not less than 3 years (Section 1734(a) of 10 U.S.C. (reference (f))).

(2) Rotation of Acquisition Corps Members (Section 1734(e) of reference (f)). As much as there is a need to enhance the stability of the acquisition process by establishment of minimum tour lengths for Acquisition Corps members, there is also a need to ensure that there are continued opportunities for career broadening assignments and that there is an infusion of new ideas into critical acquisition positions. The Career Program Board of each DoD Component shall review the assignment of each person in a critical position on completion of 5 years of service in that position. That

review shall determine if the Government and the individual would be better served by a reassignment to a different position. Mobility decisions normally shall be made in conjunction with the 5-year rotation review. Reviews shall be carried out after October 1, 1995, but may be carried out before then.

(3) Written Service Agreements. An employee may not be assigned or selected to fill a critical position unless the individual executes a written agreement to remain on active duty (in the case of a member of the Armed Forces) or to remain in Federal service (in the case of a civilian employee) IN THAT POSITION for at least 3 years (Section 1734(a)(2) of 10 U.S.C. (reference (f))). The Service obligation incurred by such a written agreement shall remain in effect unless and until waived by the Secretary of the Military Department or the Agency Head concerned in accordance with procedures outlined in subsection (4) below.

(4) Waivers of Assignment Periods for Critical Positions. The Secretaries of the Military Departments or the Agency Heads, acting through their acquisition executive, may waive the prohibition on reassigning an individual serving in a critical acquisition position, and the Service obligation in an agreement executed by that person, in the following circumstances:

(a) Humanitarian reassignment, discharge, or retirement.

(b) Relief of duties and reassignment in the interest of the Department of Defense.

(c) Promotion, where promotion in place is not allowable.

(5) Authority to Grant Waivers of Assignment Periods or Service Agreements. That authority may be delegated by the acquisition executive of a Military Department only to their DACM (Section 1734(d)(2) of 10 U.S.C. (reference (f))). Authority to grant waivers for the OSD and the Defense Agencies is hereby delegated to the Director, Acquisition Education, Training, and Career Development.

(6) All waivers granted shall be documented, to include the rationale for the decision, and shall be forwarded to the Director of Acquisition Education, Training, and Career Development, OUSD(A), (Section 1734(d)(3) of reference (f)).

(7) Waiver of Education, Experience, and Training Standards for Assignment of an Individual to a Particular Critical Position (Section 1737(d) of reference (f))

(a) Mandatory standards may be waived by the Secretary of each Military Department (acting through the SAE for that Military Department) or the Secretary of Defense (acting through the USD(A)) for Defense Agencies and the other DoD Components of the Department of Defense on a case-by-case basis. Such a waiver may be granted only if unusual circumstances justify the waiver or if the Secretary concerned (or his or her designee) determines that the individual's qualifications obviate the need for meeting the education, training, and experience standards established in this chapter.

(b) Authority to grant waivers may be delegated by a SAE only to the DACM for the Military Department concerned. In the case of the USD(A), that authority is delegated to the Director of Acquisition, Education, Training, and Career Development.

(c) Disposition of Waivers. The official granting waivers under that authority shall retain the waiver and supporting documentation on file for a period of 1 year after the waiver becomes invalid, either when the individual meets the mandatory standards or leaves the position for which the waiver is granted.

(8) Limitations. Civilian or military employees who do not meet the stated education, training, and experience standards may not carry out the duties or exercise the authority of a critical acquisition position for a period in excess of 6 months unless a written waiver of the standards is granted in accordance with paragraph F.6.f.(7), above (Section 1737(b) of 10 U.S.C. (reference (f))).

## 7. Assignments to Contracting Positions (including contracting for construction)

a. Contracting officer positions for other than small purchases (as defined in Section 2304(g) of reference (f)) should be filled by individuals in GS-1102 career fields or the military equivalent. However, regardless of the career field or specialty he or she holds, contracting officers for purchases above the small purchase threshold, shall complete the mandatory requirements shown below at the appropriate level, PRIOR to appointment. When this is not possible due to circumstances, a written waiver must be executed. This requirement is also applicable to individuals involved in CONTRACTING FOR CONSTRUCTION, regardless of the person's career field or series.

b. Per 10 U.S.C. 1724(a) (reference (f)), as of October 1, 1993, to qualify to serve in an acquisition position as a contracting officer with authority to award or administer contracts for amounts above the small purchase threshold (as defined in 10 U.S.C. 2304(g) (reference (f))) the individual must:

(1) Have completed all mandatory contracting courses as prescribed in this manual for a contracting officer at the grade level, or in the position within the grade of the general schedule that the person is serving in;

(2) Have at least 2 years of experience in a contracting position;

(3) Have received a baccalaureate degree from an accredited educational institution authorized to grant baccalaureate degrees, OR have completed at least 24 semester credit hours (or the equivalent) of study from an accredited institution of higher education in any of the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management, OR have passes an examination approved by the Office of Personnel Management and considered by the Secretary of Defense, acting through the USD(A), to demonstrate skills, knowledge, or abilities comparable to that of an individual who have completed at least 24 semester hours (or equivalent) of study from an accredited institution of higher education in any of the disciplines listed above. The Defense Activity for Non-Traditional Educational Services (DANTES) will provide examination services to meet this requirement. The Military Departments shall ensure accessibility at testing centers for prospective contracting officers.

c. GS-1102 Occupational Series. As of October 1, 1993, a person may not be employed by the Department of Defense in the GS-1102 occupational series unless the personnel has received a baccalaureate degree from an accredited educational institution authorized to grant baccalaureate degrees, OR has completed at least 24 semester credit hours (or the equivalent) of study from an accredited institution of higher education in any of the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management, OR has passed an examination approved by the Office of Personnel Management and considered by the Secretary of Defense, acting through the USD(A), to demonstrate skills, knowledge, or abilities comparable to that of an individual who has completed at least 24 semester hours (or the equivalent) of study from an accredited institution of higher education in any of the disciplines listed above 10 U.S.C. 1724(b) (reference (f)). DANTES will provide examination services to meet this requirement. The military Departments shall ensure accessibility at testing centers for civilians seeking to qualify for GS-1102 positions through equivalency examinations.

d. Exceptions

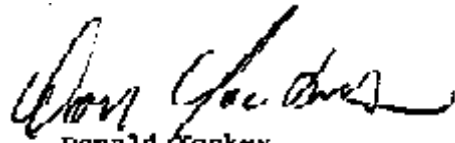
(1) The educational requirements of subparagraph 7.b.(3), above, shall not apply to employees who have at least 10 years of experience (as of October 1, 1991) in an acquisition position (Government or industry) or in similar positions in which the individual obtains experience directly relevant to the field of contracting.

(2) The requirements of the entire subparagraph 7.b., above, shall not apply to any employee for purposes of qualifying to serve in a position THAT THE EMPLOYEE HOLDS ON OCTOBER 1, 1992, OR ANY OTHER POSITION IN THE SAME GRADE AND INVOLVING THE SAME LEVEL OF RESPONSIBILITIES as the position in which the employee is serving on such date.

e. Waivers. The acquisition career program board of a Military Department or agency may waive all or part of the requirements of paragraph 7.b. with respect to any employee of that department or Agency if the board certifies in a written waiver (to include the rationale for the decision) that the employee possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated job performance and qualifying experience. Waivers shall be submitted to and retained by the Director of Acquisition Education, Training, and Career Development (OUSD(A)).

G. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effectively immediately. Forward one copy of implementing documents to the Under Secretary of Defense (Acquisition) within 120 days prior to issuance.



Donald Ruckey  
Under Secretary of Defense  
(Acquisition)

Enclosures - 18

1. References
2. Definitions
3. Program Management Description
4. Program Management Oversight Description
5. Communications-Computer Systems Description
6. Contracting (Including Construction) Description
7. Purchasing (Including Procurement Assistant) Description
8. Industrial Property Management Description
9. Systems Planning, Research, Development, and Engineering Description
10. T&E Description
11. Manufacturing and Production Description
12. QA Description
13. Acquisition Logistics Description
14. Business, Cost Estimating, and Financial Management Description
15. Auditing Description
16. Education, Training, and Career Development Description



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- 17. DoD Functional Boards
- 18. Sample DoD Functional Board Charter



## REFERENCES, Continued

- (e) DoD Directive 5100.73, "Department of Defense Management Headquarters and Headquarters Support Activities," November 25, 1988
- (f) Sections 1621 through 1624, 1701 through 1764, and 2435 of title 10, United States Code
- (g) DoD 5000.52-M, "Career Development Program for Acquisition Personnel," November 1991, authorized by DoD Directive 5000.52, October 25, 1991
- (h) DoD Directive 1100.9, "Military-Civilian Staffing of Management Positions in the Support Activities," September 8, 1971
- (i) DoD Directive 1100.4, "Guidance for Manpower Programs," August 20, 1954
- (j) U.S. Office of Personnel Management Certification Standards Handbook
- (k) DoD Directive 1400.24, "Civilian Mobility Program," October 20, 1989
- (l) Title 5 United States Code, Sections 2301(b), 3308, 3393, and 3396 and Chapter 54
- (m) Public Law 101-189, "National Defense Authorization Act for Fiscal Years 1990 and 1991," November 29, 1989
- (n) DoD Directive 5000.1, "Defense Acquisition," February 23, 1991
- (o) DoD Instruction 5000.2, "Defense Acquisition Management Policies and Procedures," February 23, 1991
- (p) DoD Directive 7920.1 "Life-Cycle Management of Automated Information Systems (AIS)," June 20, 1988
- (q) DoD Directive 5134.1, "Under Secretary of Defense (Acquisition)," August 8, 1989
- (r) DoD 5200.1-R, "Information Security Program Regulation," June 1986, authorized by DoD Directive 5200.1, June 7, 1982
- (s) DoD Directive 5205.7, "Special Access Program (SAP) Policy," January 4, 1989
- (t) DoD 5025.1-I, "DoD Directives System Annual Index," January 1991, authorized by DoD Directive 5025.1, December 23, 1988
- (u) DoD 5000.2-M, "Defense Acquisition Management Documentation and Report," authorized by DoD Instruction 5000.2, February 23, 1991
- (v) DoD 7920.2-M "Automated Information System Life-Cycle Manual," March 1990, authorize by DoD Instruction 7920.2, March 7, 1990
- (w) Federal Acquisition Regulation, Part 45, "Government Property," current edition
- (x) Defense FAR Supplement (DFARS), Subpart 245, "Government Property," current edition
- (y) OPM Factor Evaluation System Grade Level Guide for Test and Evaluation in Engineering and Science Occupations (TS-95 March 1990)

## REFERENCES, continued

- (z) Public Law, 87-653, "Truth in Negotiations Act," September 10, 1962

- (aa) DoD Directive 5105.36 "Defense Contract Audit Agency," June 8, 1978
- (ab) DoD Directive 5105.18, "DoD Committee Management Program," January 18, 1990

## DEFINITIONS

1. Acquisition. The planning, design, development, testing, contracting, production, introduction, acquisition logistics support, and disposal of systems, equipment, facilities, supplies, or services that are intended for use in, or support of, military missions.
2. Acquisition Career Program Board (ACPB). Board that advises DoD component acquisition executives in managing the accession, training, education, and career development of military and civilian personnel in the acquisition workforce, in selecting individuals for an Acquisition Corps, and in waiving certain requirements permitted by law or regulation.
3. Acquisition Corps. A subset of a DoD Component's acquisition workforce, composed of selected military and civilian personnel in grades of Lieutenant Commander, Major, General Schedule and/or General Manager (GS/GM) 13 and above, who are acquisition professionals. There is one Acquisition Corps for each Military Department and one for all the other DoD Components (including the OSD and the Defense Agencies).
4. Acquisition Experience. Experience gained while assigned to an acquisition position. Also includes intern, exchange, education or training with industry, and other acquisition developmental assignments. Includes experience in DoD acquisition positions and in comparable positions outside the Department of Defense. (No more than 1 year of a period of time spent pursuing a program of academic training or education may be counted as acquisition experience).
5. Acquisition Function. A group of related acquisition workforce activities having a common purpose within the DoD acquisition system. There are seven acquisition functions: Acquisition management; Procurement & contracting; Business, cost estimating & financial management; Auditing; Production; Acquisition logistics; Science & engineering. These seven functions are an aggregation of the twelve career Fields defined in 14., below.
6. Acquisition Organization. An organization, including its subordinate elements, whose mission includes planning, managing and/or executing acquisition programs which are governed by DoD Directive 5000.1 (reference (n)), DoD Instruction 5000.2 (reference (o)) and related issuances. Specifically: Office of the Under Secretary of Defense (Acquisition); Army Materiel Command; Army Information Systems Command; Army Strategic Defense Command; Army Acquisition Executive; Office of the Assistant Secretary of the Navy (Research, Development, and Acquisition); Naval Sea Systems Command; Naval Air Systems Command; Naval Supply Systems Command; Naval Facilities Engineering Command; Office of the Chief of Naval Research; Space and Naval Warfare Systems Command; Navy Strategic Systems Program Office; Navy Program Executive Officer/Direct

Reporting Program Manager Organization; Marine Corps Research, Development, and Acquisition Command; Office of the Assistant Secretary of the Air Force (Acquisition); Air Force Systems Command; Air Force Logistics Command; Air Force Program Executive Organization; Defense Logistics Agency; Strategic Defense Initiative Organization; and Special Operations Command (and any successor organizations of these commands).

7. Acquisition Positions. Civilian positions and military billets that are in the DoD acquisition system, have acquisition duties, and fall in an acquisition position category established by the USD(A). While most frequently located in organizations having an acquisition mission, acquisition positions are also located in management headquarters organizations, management headquarters support organizations, and other organizations.

8. Acquisition Position Categories. Functional subsets of acquisition positions. There are fourteen acquisition position categories: Program management; Program management oversight; Communication-computer systems; Contracting (to include contracting for construction); Purchasing (to include procurement assistant); Industrial property management; Business, cost estimating & financial management; Auditing; Quality assurance; Manufacturing & production; Acquisition logistics; Systems planning, research, development & engineering; Test & evaluation engineering; Education, training & career development. (See reference (f)).

9. Acquisition Program. A directed, funded effort that is designed to provide a new or improved materiel capability in response to a validated need. (See DoD Directive 5000.1 (reference (n))). Acquisition Programs are managed in accordance with reference (n), DoD Instruction 5000.2 (reference (o)), and related DoD issuances.

10. Acquisition Workforce. The personnel component of the acquisition system. The acquisition workforce includes permanent civilian employees and military members who occupy acquisition positions, who are members of an Acquisition Corps, or who are in acquisition development programs.

11. AFSC. Air Force Specialty Code, an alphanumeric occupational specialty designation.

12. Automated Information System (AIS). A combination of information, computer and telecommunications resources and other information technology, and personnel resources which collects records, processes, stores, communicates, retrieves, and displays information. (See DoD Directive 7920.1, reference (p).)

13. Career Development. The professional development of employee potential by integrating the capabilities, needs, interests, and aptitudes of employees participating in a career program through a planned, organized, and systematic method of training and development designed to meet organizational objectives. It is accomplished through the combination of work assignments, job rotation, training, education, and self development programs.

14. Career Field. One or more occupations that require similar knowledge and skills. There are twelve acquisition Career Fields: Program management; Communications - computer systems; Contracting

(to include contracting for construction); Purchasing (to include procurement assistant); Industrial property management; Business, cost estimating & financial management; Auditing; Quality assurance; Manufacturing & production; Acquisition logistics; Systems planning, research, development & engineering; Test & evaluation engineering.

15. Career Levels. Groupings of education, training, and experience standards that provide the framework for progression within a career field. There are three career levels: (I) entry or basic; (II) intermediate; (III) senior.

16. Certification. A process through which it is determined that an individual meets all the education, training, experience standards established for his or her acquisition career field or position or for membership in an Acquisition Corps.

17. Certification Level. The level at which an incumbent in an acquisition position is required to function. Level I is entry level (typically civilian grades GS 5-7, military officer grades 01-03, and enlisted grades E4-E7). Level II is the intermediate level (typically civilian grades GS 9-12, military 03-04 and E7-E9). Level III is the senior level (typically civilian grades GS/GM 13 and above, senior executive service, and military grades 05 and above).

18. Critical Acquisition Position. Those senior positions carrying significant responsibility, primarily involving supervisory or management duties, in the DoD acquisition system. Those positions are designated by the Secretary of Defense, based on the recommendations of the DoD Component Acquisition Executives, and include any acquisition position required to be filled by an employee in the grade of GS/GM 14 or above, or military grade O-5, or above. Also specifically includes all the Program Executive Officers, the Deputy Program Executive Officers, the PMs and the Deputy PMs for major defense acquisition programs, and the PMs of significant non-major programs. (See Section 1733 of 10 U.S.C., reference (f).)

19. Deputy Program Manager. The person who has continuing authority to act on behalf of the PM in his or her absence. (See Section 1737(a)(2) of reference (f).)

20. Developmental Acquisition Position. A position designed and used specifically to provide a period of supervised acquisition experience and/or training. Such positions may be at any grade level; if a developmental position is a critical acquisition position, then assignment of a person who is not a member of an Acquisition Corps requires a waiver. Specifically excluded from being designated as a developmental acquisition position are the



positions of PEO, PM, deputy PM, positions in which the duties involve managing or supervising acquisition personnel, and other positions that are essential to the acquisition process.

21. Director of Acquisition Career Management (DACM). The official appointed to assist a component acquisition executive in the performance of his or her duties as they relate to the training, education, and career development of the acquisition workforce of that Component. (See Section 1705 of reference (f).)

22. Division Head. The official in a critical acquisition position with responsibility for managing an acquisition organization or major subordinate unit, the mission and function of which is to support or administer acquisition functions.

23. DoD Acquisition System. A single uniform system whereby all equipment, facilities, and services are planned, designed, developed, acquired, maintained, and disposed of within the Department of Defense. The system encompasses establishing and enforcing policies and practices that govern acquisitions, to include documenting mission needs and establishing performance goals and baselines; determining and prioritizing resource requirements for acquisition programs; planning and executing acquisition programs; directing and controlling the acquisition review process; developing and assessing logistics implications; contracting; monitoring the execution status of approved programs; and reporting to Congress. (See DoD Directive 5134.1, reference (q).)

24. DoD Components. The Office of the Secretary of Defense (OSD); the Military Departments; The Chairman of the Joint Chiefs of Staff and the Joint Staff; the Unified and Specified Commands; the Office of the Inspector General of the Department of Defense; the Defense Agencies; and the DoD Field Activities. (See reference (q).)

25. DoD Component Acquisition Executive. A Single official within a DoD Component who is responsible for all acquisition functions within that Component. This includes Service Acquisition Executives for the Military Departments and Acquisition Executives in other DoD Components who have acquisition management responsibilities. (See DoD Instruction 5000.2, reference (o).)

26. DoD Functional Boards. Chartered by the Under Secretary of Defense (Acquisition) and will be chaired by the functional chief/advisor to the USD(A) for that career program. Membership will consist of senior functional advisors from the Components. The

functional boards will recommend mandatory training for the applicable function including required curricula/course content to meet the mission needs of that functional community.

27. Employee. DoD civilian and military personnel. The terms "member," "personnel," and collectively "acquisition workforce" as used in the context of this Instruction are synonymous with the term "employee."

28. FA/SSI. Functional Area/Special Skill Identifier, an alphanumeric occupational specialty designation used by the Army.

29. Functional Area. Same as "Acquisition Function:" Acquisition management; Procurement & contracting; Business, cost estimating & financial management; Auditing; Production; Acquisition logistics; Science & engineering.

30. Functional Board or Advisor. A designated group of senior executives in a functional area that acts in an advisory capacity on issues of career development for its functional area. Functional Boards can exist at the Component level and at the DoD level. At the DoD level, acquisition functional boards are subordinate to the ACPB and advise the USD(A). In the absence of a chartered Board, a senior DoD official may perform these duties acting as a Functional Advisor.

31. Highly Sensitive Classified Program. An acquisition special access program established in accordance with DoD 5200.1-R, "Information Security Program Regulations," and managed in accordance with DoD Directive 5205.7, "Special Access Program Policy." (See references (r) and (s).)

32. Major Defense Acquisition Program (MDAP). An acquisition program that is not a highly sensitive classified program (as determined by the Secretary of Defense) and that is:

a. Designated by the USD(A) as an MDAP, or

b. Estimated by the USD(A) to require:

(1) An eventual total expenditure for research, development, test, and evaluation of more than \$200 million in fiscal year 1980 constant dollars (approximately \$300 million in fiscal year 1990 constant dollars); or

(2) An eventual total expenditure for procurement of more than \$1 billion in fiscal year 1980 constant dollars (approximately \$1.8 billion in fiscal year 1990 constant dollars).

This definition is based on the criteria established in 10 U.S.C., Section 2430 (reference (f) and reflects authorities delegated in DoD Directive 5134.1 (reference (q)). (See DoD 5000.1 reference (n).) This definition corresponds to the definition for ACAT I programs, item 4.a..

33. Major Milestone. Milestone that marks the completion of a significant phase in an MDAP. Such milestones must be the same as the milestones contained in the baseline description established for the program pursuant to 10 U.S.C. 2435(a) (reference (f)) and reported in the Selected Acquisition Report under Section 1743 of reference (f).

34. Major Program. A term synonymous with "major defense acquisition program." (See DoD Instruction 5000.2, reference (o).)

35. Milestones. Are major decision points that separate the phases of an acquisition program. (See reference (n).) (See also, "Major Milestone.")

36. MOS. Military Occupational Specialty, an alphanumeric occupational specialty designation code used by the Marine Corps.

37. Military Reserved Position. An acquisition that is available only to members of the Armed Forces through statute, regulation or management action because of the Armed Forces is essential for the performance of the duties, by reason of law, or for other compelling reasons.

38. NOBC. Navy Officer Billet Code, an alphanumeric occupational specialty designation used by the Navy.

39. Non-Major Defense Acquisition Program (ACAT III). Programs not meeting the criteria for Category I or II that have been designated Category III by the Component Acquisition Executive.

40. Non-Major Defense Acquisition Program (ACAT IV). All other acquisition programs for which the milestone decision authority should be delegated to a level below that required for category III.

41. Principal Staff Assistants. The Under Secretaries of Defense, the Assistant Secretaries of Defense, the General Counsel of the Department of Defense, the Inspector General of the Department of Defense, the Comptroller of the Department of Defense, the Assistants to the Secretary of Defense, and the OSD Directors or

equivalents who report directly to the Secretary or Deputy Secretary of Defense. (See DoD 5025.1-I, reference (t).)

42. Procurement Command. Refers to the Army Materiel Command; Army Information Systems Command; Army Strategic Defense Command; any Navy weapons systems command; the Navy Strategic Systems Program Office; the Marine Corps Research, Development, and Acquisition Command; the Air Force Systems Command; and the Air Force Logistics Command (or any successor organization of any such command). (See Section 1621 10 U.S.C., reference (f).)

43. Program Executive Officer (PEO). A military or civilian official who has primary responsibility for directing several acquisition category I programs and for assigned acquisition category II, III, and IV programs. A PEO has no other command or staff responsibilities within the Component, and only reports to and receives guidance and direction from the DoD Component Acquisition Executive. (See DoD Instruction 5000.2, reference (o).)

44. Program Manager (PM). A military or civilian official who is responsible for managing an acquisition program (reference (b)). With respect to a major or significant non-major defense acquisition program, the term "program manager" means the member of an Acquisition Corps responsible for managing the program, regardless of the title given the member. (See Section 1737(a)(1) of reference (f).)

45. Program Office. An acquisition office with the mission to plan, manage, or execute an acquisition program.

46. Senior Contracting Official. A director of contracting, or a principal deputy to a director of contracting, serving in the office of the Secretary of a Military Department, the headquarters of a Military Department, the headquarters of a Defense Agency, a subordinate command headquarters, or in a major systems or logistics contracting activity in the Department of Defense. (See Section 1737(a)(5) of reference (f).)

47. Service Acquisition Executive (SAE). The civilian official in a Military Department who is designated as the SAE for DoD Regulations and Procedures for a SAE for that Military Department.

48. Significant Non-major Defense Acquisition Program. Equivalent to Acquisition Category II acquisition program. A DoD acquisition program that is not an MDAP and that is estimated by the Secretary of Defense to require an eventual total expenditure for research, development, test, and evaluation of more than \$75,000,000 (based on fiscal year 1980 constant dollars) or an eventual total expenditure

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for procurement of more than \$300,000,000 (based on fiscal year 1980 constant dollars).

(See Section 1737(a)(3) of reference (f).) Synonymous with Major System (see DoD Instruction, reference (o).)



PROGRAM MANAGEMENT  
DESCRIPTION

A. DUTIES

1. The PM is the central position in the Program Management Functional Area. A PM is responsible for the optimum mix of cost, schedule, performance, and system supportability throughout the life cycle (design, development, T&E, production, modification, and disposition) of the program. The PM has responsibility for one or more acquisition programs. Program management includes other positions that directly or indirectly assist the PM in fulfilling those responsibilities that implement the policies and procedures in DoD Directive 5000.1, DoD Instruction 5000.2, and DoD 5000.2-M (references (n), (o), and (u))..

2. CIVILIAN OCCUPATIONAL SERIES AND MILITARY SPECIALTY CODES THAT FREQUENTLY INCLUDE THE DUTIES DESCRIBED IN SUBSECTION A.1., ABOVE:

a. Civilian Occ Series. 0340,\* 301, 334, 343, 391, 0560, 08XX, 1101, and 1515.

b. Army AOC. 15C35, 51, 53C, and 97.

c. Navy NOBC. 2161, 2162, 2163, 2165, 2170, and 6717.

c. USAF AFSC. 27XX, 28XX, 0029, 31XX, 40XX, 0046, 49XX, 60XX, 64XX, and 66XX.

d. USMC MOS. 9656.

B. WHERE PERFORMED

1. Program management positions can be either line or staff.

a. Line program management positions include the following:

- (1) The Acquisition Executives.
- (2) The PEOs.
- (3) The Deputy PEOs.
- (4) The PMs and/or Direct Reporting PMs (DRPM).
- (5) The Deputy PMs and/or Deputy DRPM.

b. Staff program management positions include the following:

(1) Designated position on the Acquisition Commander's Staff.

(2) The Assistant PM positions.

(3) The Designated personnel on the PEO's or Program Manager's staff.

(4) The Program Analysts.

2. Program management may also be present in laboratories.

\* The 0340 Civilian Occupation Series in an Acquisition Organization is normally acquisition program management.



PROGRAM MANAGEMENT OVERSIGHT  
DESCRIPTION

A. DUTIES

Performs oversight of acquisition programs and/or direct management or staff support of the DoD acquisition system. Formulates policy for the oversight of acquisition programs. The execution of the duties of those positions is guided by DoD Directive 5000.1, DoD Instruction 5000.2, DoD 5000.2-M, (references (n), (o) and (u)) or related issuances governing acquisition programs in the DoD Components. Those duties require an individual who is qualified at the highest level in one of the acquisition career fields, often program management. A position in that category normally is nonspecific as to acquisition function, requiring an individual with a broad background and perspective. This is a position category only.

B. CIVILIAN OCCUPATIONAL SERIES AND MILITARY SPECIALTY CODES THAT FREQUENTLY INCLUDE THE DUTIES DESCRIBED IN SECTION A. ABOVE:

1. Civilian Occ Series. 301, 340, 343, 346, 393, 801, 1101, 1301, and 1515.
2. Army AOC. 15C35, 51, 53B, 53C, and 97.
3. Navy NOBC. 2161, 2162, 2163, 2165, 2170, and 6717.
4. USAF AFSC. 27XX, 0029, 31XX, 40XX, 0046, 49XX, 60XX, 64XX, and 66XX.
5. USMC MOS. 9656.

C. WHERE PERFORMED

1. Use of that position category is reserved exclusively for the Management Headquarters Activities and the Management Headquarters Support Activities (MHA/MHSA), as defined by, and listed in DoD Directive 5100.73 (reference (e)).

2. Program management oversight positions are generally located within an SAE organization, in the headquarters element of an acquisition organization, with the Chairman of the Joint Chiefs of Staff, and in the OSD.



COMMUNICATIONS-COMPUTER SYSTEMS  
DESCRIPTION

A. DUTIES

Responsible for directly supporting the acquisition of automated information systems and interconnecting components (to include hardware, software, firmware products, or other items) used to create, record, produce, store, retrieve, process, transmit, disseminate, present, or display data or information. Includes computers, ancillary equipment, software, telecommunications, and other related services. Involves identifying requirements, writing and/or reviewing specifications, identifying costs, obtaining resources (manpower, funding, and training), testing, evaluating, planning, obtaining, and managing life cycle support (operations, maintenance, and replacement). To be an acquisition position, those duties must be accomplished under the authority of DoD 7920.2-M (reference (v)). If the duties required by a position do not meet that criteria, then it is not normally an acquisition position.

B. CIVILIAN OCCUPATIONAL SERIES AND MILITARY SPECIALTY CODES THAT FREQUENTLY INCLUDE THE DUTIES DESCRIBED IN SECTION A. ABOVE:

1. Civilian. 0301, 0334, 0343, 0391, 0392, 0854, 0855, 1515, and 1550.
2. Army AOC. 25B, 25D, 49, 53A, 53B, and 53C.
3. Navy NOBC. 9710, 9720, 9725, 9730, 9735, 9740, 9781, and 9705.
4. USAF AFSC. 2736, 49XX, 2625, 2885, and 0960.
5. USMC MOS. 4001, 4002, and 9646.



CONTRACTING (INCLUDING CONSTRUCTION)  
DESCRIPTION

A. DUTIES

Develops, manages, supervises, or performs policies and procedures involving the procurement of supplies and services; construction, research, and development; acquisition planning; cost and price analysis; selection and solicitation of sources; preparation, negotiation, and award of contracts through sealed bidding or negotiation procedures; and all phases of contract administration, termination, or close out of contracts. Requires knowledge of the legislation, policies, regulations, and methods used in contracting, and knowledge of business and industry practices, sources of supply, cost factors, cost analyses techniques, and general requirements characteristics.

B. CIVILIAN OCCUPATIONAL SERIES AND MILITARY SPECIALTY CODES THAT FREQUENTLY INCLUDE THE DUTIES DESCRIBED IN SECTION A. ABOVE:

1. Civilian Occ Series. 1101, and 1102.\*
2. Army AOC. 67K, and 97A (all contracting officers above the small purchase level are included in this category, regardless of function or series.
3. Navy NOBC. 1476, 1480, 1485, 1920, 3100, 6914, and 7330.
4. USAF AFSC. 6516, 6534, 6596, and 65XX and 651XX.
5. USMC MOS. 3040.

C. REPRESENTATIVE POSITION TITLES:

Procurement Analyst, Administrative Contracting Officer, Buyer, Contract Price and/or Cost Analyst, Contracting Officer, Contract Negotiator, Contract Specialist, Contract Administrator, Contract Termination Specialist, Procurement Contracting Officer, Procurement Agent, and Termination Contracting Officer.

\* Civilian Occupational Series 1102 is always included in the Acquisition Contracting position category and career field regardless of organization.



PURCHASING (Including Procurement Assistant)  
DESCRIPTION

A. PURCHASING DUTIES

Involves purchasing, rental, or lease of supplies, services, and equipment through either formal open-market methods or formal competitive bid procedures, with the primary objective of the work being the rapid delivery of goods and services in direct support of operational requirements. Requires knowledge of commercial supply sources and of common business practices for roles, prices, discounts, deliveries, stocks, and shipments. Duty titles include "Purchasing Agent" or "Supervisory Purchasing Agent".

B. PROCUREMENT ASSISTANT DUTIES

Involves clerical and technical support work for purchasing, procurement, contract negotiation, contract administration, and contract termination. Titles include "Procurement Assistant" or "Supervisory Procurement Assistant."

C. CIVILIAN OCCUPATIONAL SERIES AND MILITARY SPECIALTY CODES THAT FREQUENTLY INCLUDE THE DUTIES DESCRIBED IN SECTIONS A. AND B., ABOVE:

1. Civilian Occ Series. 1105.\*
2. Army AOC. None.
3. Navy NOBC. 1476 and 1480.
4. USAF AFSC. 6516, 6534, 65XX, and 651XX.
5. USMC MOS. 3040.

D. TYPICAL PROCUREMENT ASSISTANT CIVILIAN OCCUPATIONAL SERIES

Civilian Occ Series. 1106.

\* The 1105 Civilian Occupational Series in an Acquisition Organization is normally an acquisition position.





INDUSTRIAL PROPERTY MANAGEMENT  
DESCRIPTION

A. DUTIES

Manages, supervises, performs, or develops policies and procedures for professional work involving the acquisition, control, management, use, and disposal of government-owned property used by contractors or in storage to support future contractual requirements. Responsibilities include: providing guidance, counsel, and direction to Government and contractor managers and technicians relating to regulatory and contractual requirements for managing Government property; participating in pre-award surveys and post-award reviews; reviewing contracts assigned for property administration; evaluating contractor's property management system and approving the system or recommending disapproval; developing and applying property systems analysis programs to assess the effectiveness of contractors' Government property management systems. These functions are normally performed by property administrators as prescribed by Parts 45 and 245 of the FAR and DFARS (references (w) and (x) respectively). Plant Clearance Officers are responsible for performing the duties necessary to dispose of excess and surplus contractor inventory in accordance with Part 45.6 of reference (w) and Part 245.6 of reference (x) requirements. Civilian occupational series 1103 ("Property Administration and Plant Clearance") is always included in the "Industrial Property Management" career field, regardless of organization. GS and/or GM 1150 series, and others, that are performing industrial property management as a primary job function are included, but they must meet the education and training requirements for that acquisition career field.

B. CIVILIAN OCCUPATIONAL SERIES AND MILITARY SPECIALTY CODES THAT FREQUENTLY INCLUDE THE DUTIES DESCRIBED IN SECTION A. ABOVE:

1. Civilian Occ Series. 1103 (always) and 1150 (if performing industrial property management responsibilities).
2. Army AOC. 97C.
3. Navy NOBC. 7997.
4. USAF AFSC. 6515.
5. USMC MOS.

C. REPRESENTATIVE POSITION TITLES

"Industrial Property Management Specialist", "Property Administrator", "Industrial Plant Clearance Specialist", "Plant Clearance Officer", "Industrial Specialist" (if assigned to industrial property management responsibilities).

## SYSTEMS PLANNING, RESEARCH, DEVELOPMENT, AND ENGINEERING DESCRIPTION

### A. DUTIES

1. Positions in this category are normally found in acquisition organizations, including program offices, and may be found in research, development and engineering centers, engineering centers, or laboratories. The primary duties and functions are usually accomplished by scientists and engineers directly supporting acquisition programs, projects or activities (including medical). Pre-milestone 0 efforts are not normally included unless they are part of a program comparable in magnitude to a major acquisition program. Types of responsibilities include planning, establishing and controlling resources for R&D and procurement programs of the above magnitude.

2. Systems planning, research, development, and engineering positions require the incumbent to plan, organize, monitor, oversee, and/or perform engineering activities that relate to the design, development, fabrication, installation, modification, or analysis of systems or system components. Duties may require identification, establishment, organization or implementation of acquisition engineering objectives and policies, or establishing of specifications. Includes system engineers as described in DoD Instruction 5000.2, Part VI, Section A, (Defense Acquisition Management Policies and Procedures) (reference (p).)

3. The following Civilian Occupational Series and Military Specialties are typically required by such positions; however, this is not an exhaustive list, nor are all personnel in these job series necessarily engaged in acquisition:

### B. CIVILIAN OCCUPATIONAL SERIES AND MILITARY SPECIALTY CODES THAT FREQUENTLY INCLUDE THE DUTIES DESCRIBED IN SECTION A. ABOVE:

1. Civilian Occ Series. 301, 334, 391, 1520, 0405, 08XX, 1310, 1313, 1320, 1321, and 1330.

2. Army AOC. 25A, 25B, 25D, 25E, 51A, 52B, and 53C.

3. Navy NOBC. 0212, 2166, 20XX, 8004, 7273, 2145, 80XX, 7959, 4225, 59XX, 2105, 2107, 2125, 2175, 2176, and 2190.

4. USAF AFSC. 28XX, 26XX, 49XX, 91XX, and 92XX.

5. USMC MOS. 9626, 9632, 9620, 6005, 9624, 9626, and 9636.

### C. WHERE PERFORMED

Positions in that category are normally found in laboratories and program offices.

TEST AND EVALUATION ENGINEERING  
DESCRIPTION

A. DUTIES

1. Planning, monitoring, conducting, and evaluating tests of equipment, material, and systems; assessing or evaluating test data and results; preparing assessments of test data and test results; and writing reports of findings.

2. Work typically includes the following:

a. Modifying, adapting, tailoring, or extending standard T&E guides, precedents, criteria, methods, and techniques;

b. Categorizing test, data, equipment, material, or systems deficiencies;

c. Designing and using new test equipment, procedures, and approaches;

d. Certifying equipment, material or systems readiness for operational testing;

e. Conducting and evaluating and/or analyzing test results;

f. Performing staff assignments such as technical consultant, planner, evaluator-advisor, and/or coordinator in a T&E engineering organization, or;

g. Monitoring related activities at contractor facilities.

B. CIVILIAN OCCUPATIONAL SERIES AND MILITARY SPECIALTY CODES THAT FREQUENTLY INCLUDE THE DUTIES DESCRIBED IN SECTION A. ABOVE:

1. Civilian Occ Series 301, 334, 391, 08XX, 13XX, 1515, 1520, 1550 and any position classified by using the "OPM Factor Evaluation System Grade Level Guide for Test and Evaluation in Engineering and Science Occupations," (TS-95 March 1990) (reference (y)).

2. Army AOC. 21A, 21B, 21D, 51B, and 53C (All positions, occupational series and military codes in the functional T&E engineering area are acquisition positions.)

3. Navy NOBC. 20XX, 2167, 2180, 2181, and 80XX.

4. USAF AFSC. 10XX, 14XX, 15XX, 19XX, 00XX, 26XX, 27XX, 28XX, and 49XX.

5. USMC MOS. 6005, and 96XX.

C. WHERE PERFORMED

Individuals involved in T&E engineering are typically found at the test centers and ranges, responsible for performing developmental testing and supporting operational T&E with the Tri-services and several Defense Agencies. In the Services, the people are concentrated at Major Range and Test Facility Base (MRTFB) activities. To a lesser degree, they are also located in the laboratory activities of the services. Staff positions in T&E are found in systems command headquarters, warfare centers, Service staffs, PEO offices, the DLA, and the OSD.

MANUFACTURING AND PRODUCTION  
DESCRIPTION

A. DUTIES

1. Acquisition-related manufacturing and production duties vary greatly in managerial, administrative, and technical content. Some duties require professional scientific or engineering knowledge, where others require narrowly defined technical duties in the scope of nonprofessional specialist series. Acquisition-related manufacturing and production duties nearly always involve program management or monitoring the manufacturing and production efforts of private sector contractors.

2. Acquisition-related manufacturing and production personnel functions include, but are not limited to the following:

a. Assessing readiness and availability of information, energy, raw material, human and physical resources necessary to carry out production of defense goods.

b. Assessing the reasonableness of contractor methodology, efficiency, cost, and schedule estimates or actual data submissions and provide recommendations to program management.

c. Assembly and analysis of information relevant to manufacturing planning, surveillance, and production readiness reviews and dissemination of results to appropriate officials.

d. Monitoring status of weapon system development and production contracts.

e. Assessing the impact in changes to weapon system development and production contracts.

f. Reviewing contractor manufacturing facilities, organization, policies, procedures, practices, processes, and methods to insure their efficiency and responsiveness in satisfying program and contractual requirement.

g. Management of programs and contracts for development of new, or tailoring of existing, manufacturing technology.

h. Analyzing or monitoring planning of alternative production processes or resources necessary to meet alternative production schedules.

i. Designing a management system to ensure that all manufacturing functions are carried out efficiently or monitoring the input and output of a contractor's system.

j. Monitoring the determination of make or buy decisions to balance overall manufacturing resource requirements; or

k. Analyzing the private sector production base to identify risks associated with limited availability and sole source dependencies so that plans for alternative production means can be established if required, or monitoring contractor performance of the same.

B. CIVILIAN OCCUPATIONAL SERIES AND MILITARY SPECIALTY CODES THAT FREQUENTLY INCLUDE THE DUTIES DESCRIBED ABOVE

1. Civilian Occ Series. 301,\* 8XX,\* and 1150.
2. Army AOC. 51A, and 97A.
3. Navy NOBC. 7450, 8141, and 7410.
4. USAF AFSC. 27XX, 28XX, 6516, 6524, 6544, and 6596.
5. USMC MOS. 9630.

C. WHERE PERFORMED

Acquisition-related manufacturing and production positions are normally located on a Major Headquarter's Staff, an Acquisition Organization's staff, in a program offices, some Laboratory activities, and within the DLA Defense Contract Management Command.

\* Only when the incumbent performs the functions described above.



QUALITY ASSURANCE  
DESCRIPTION

A. DUTIES

1. Personnel in the Quality Assurance (QA) function, generally perform the following acquisition duties: evaluates DOD contractor's compliance with the technical and quality requirements of acquisition contracts; collects and performs analyses of contractor process data and examines adequacy of contractor processes to consistently produce conforming products and/or services; audits outcomes of production, i.e., floor level and support processes; issues corrective action requests and continuous improvement opportunities; performs quality engineering functions; provides support (specialist and engineering to QA personnel performing in-plant QA duties; reviews the QA requirements or QA related areas of the acquisition plans and accompanying solicitation submitted by contracting activities for adequacy, currency and completeness; develops contract QA provisions for solicitations; operates laboratories and test facilities to evaluate material acquisitions; supervises, directs, and manages the QA workforce involved with the acquisition process; evaluates materials upon receipt at military supply storage facilities for compliance with the technical requirements for the contract; evaluates materials in stock to assure conformance to technical specifications for the material; develops policies and procedures for personnel performing QA acquisition duties; audits and initiates corrective action requests in compliance with component QA policy, procedures, and programs.

2. Quality Assurance is a multifaceted career field that performs in a variety of acquisition areas, e.g., contracting, development/production, contract administration, and storage. The series requires knowledge of: regulations and methods used in contracting; business and industry practices; and technical practices applicable to specific commodities.

B. CIVILIAN OCCUPATIONAL SERIES AND MILITARY SPECIALTY CODES THAT FREQUENTLY INCLUDE THE DUTIES DESCRIBED ABOVE

1. Civilian Occ Series. 1910\*, 0660, 08XX, 13XX and 15XX.
2. Army AOC. 57A, and 53C.
3. Navy NOBC. 7435, and 8141.
4. USAF AFSC. 6516, 6524, 6544, 6596, and 6816.
5. USMC MOS. 9630.

C. POSITION TITLES

Quality Assurance Specialist (QAS), Supervisory Quality Assurance Specialist (SQAS), Quality Assurance Representative (QAR), Supervisory Quality Assurance Representative (SQAR), Quality Assurance Assistant (QAA), Staff Quality Assurance Specialist, Mathematical Statistician, Quality Assurance Engineer, Supervisory Quality Assurance Engineer, Quality Engineer, Supervisory Quality Engineer, General Engineer, Supervisory General Engineer, Pharmacist, Physical Scientist, Chemist, Electronic Technician, Product: Line Specialist (PLS), Quality Assurance Director, Quality Assurance Division Chief, Quality Assurance Branch Chief, Quality Assurance Section Chief, Product Auditor; Aircraft, Aerospace, Ammunition, Automotive, Chemicals, Clothing, Electronics, Materials, Mechanical, Medical, Nuclear, Processes, Shipbuilding, Computer Software, or Subsistence Quality Assurance Specialist; Aerospace, Materials, Electronics, or Mechanical Engineer.

\* The 1910 Civilian Occupational Series in an Acquisition Organization is normally an acquisition position.

ACQUISITION LOGISTICS  
DESCRIPTION

A. DUTIES

Acquisition logistics personnel include individuals, regardless of civil service series or military occupation specialty, who are involved in Integrated Logistics Support (ILS) activities as defined in DoD Directive 5000.1 (reference (n)), and DoD Instruction 5000.2 (reference (o)), or who manage logistics associated with the procurement, integration, and fielding of support systems/environment for weapon systems/equipment or for system modifications. Common duty titles include Director of Acquisition Logistics, Deputy/Assistant Program Manager for Logistics (DPML/APML), Integrated Logistics Support Officer/Manager (ILSO/ILSM), Logistics Element Manager (LEM), and Logistics/General Engineer.

B. CIVILIAN OCCUPATIONAL SERIES AND MILITARY SPECIALTY CODES THAT FREQUENTLY INCLUDE THE DUTIES DESCRIBED ABOVE\*

1. Civilian Occ Series. 0346, 08XX, and 1515.
2. Army AOC. 15D, 51A, 53C, 67K, 74C, 91B, 91C, 91D, and 92A.
3. Navy NOBC. 2168.
4. USAF AFSC. 18XX, 26XX, 27XX, 28XX, 31XX, 40XX, 0046, 49XX, 55XX, 60XX, 64XX, 66XX, 73XX, 74XX, 75XX, and 91XX.
5. USMC MOS. 9662.

C. WHERE PERFORMED

Acquisition logistics personnel are typically employed within system program offices, program offices, management support staffs, or within other logistics activities responsible for conducting ILS program reviews or for establishing acquisition logistics policies and procedures.

\* Individuals with various job series perform acquisition logistics functions. These are the most common, but not all inclusive, civilian occupational codes and military specialties. The exact duties and responsibilities of the position determine whether it should be designated as an acquisition position.



BUSINESS, COST ESTIMATING, AND FINANCIAL MANAGEMENT  
DESCRIPTION

A. DUTIES

Duties include; financial planning, formulating financial programs and administering budgets, accounting for obligation and expenditures of funds, cost performance management of contractors, cost estimating, and advising or assisting commanders, program managers and other officials in discharging all aspects of their responsibilities for financial management, in direct support of the Defense acquisition process.

B. CIVILIAN OCCUPATIONAL SERIES AND MILITARY SPECIALTY CODES THAT FREQUENTLY INCLUDE THE DUTIES DESCRIBED ABOVE

1. Civilian Occ Series. 343, 501, 505, 560, and 1515.
2. Army AOC. 44, 45, and 49.
3. Navy NOBC. 2164.
4. USAF AFSC. 0056, 6711, 6716, 6721, 6724, 6731, 6736, 6741, 6746, 6751, 6756, 6781, 6784, 6791, 6796, and 27XX.
5. USMC MOS. 3402, 3404, 3406, 3410, and 9644.

C. WHERE PERFORMED

1. These positions are found in acquisition organizations such as Program Management Offices and major activities in direct support of acquisition organizations. The incumbents spend the majority of their time in direct support of the acquisition process (as governed by DOD Directive 5000.1, reference (n)) performing tasks enumerated above.

2. Positions in these organizations concerned exclusively with base operations and support functions should not be identified as acquisition.

3. Positions may be identified in but are not limited to the occupational series shown above:

4. Each service can provide further guidance as required.



## AUDITING DESCRIPTION

### A. DUTIES

Perform contract auditing for the Department of Defense and provide accounting and financial advisory services, in connection with the negotiation, administration, and settlement of contracts and subcontracts, to all DoD procurement and contract administration activities. The basic nature of auditing is to evaluate information relative to contractor economic assertions, compare those assertions to established criteria, and report the results to interested third parties. The bulk of the work includes audits of contractor proposal submissions, incurred cost, compliance with Pub.L. 87-653, "Truth in Negotiations Act," September 10, 1962 (reference (z)), compliance with Cost Accounting Standards, contract terminations, claims for abnormal conditions, contractor financial condition, and contractor operations. Contract auditors also assist government trial attorneys in the development, analysis, and presentation of government positions before the Armed Services Board of Contract Appeals and Court of Claims, as well as testify as factual or expert witnesses. Contract auditors function as consultants to various organizations under the Defense Acquisition Regulatory Council such as the cost Principles, Pricing, Finance, and Contract Administration Committees.

### B. CIVILIAN OCCUPATIONAL SERIES AND MILITARY SPECIALTY CODES THAT FREQUENTLY INCLUDE THE DUTIES DESCRIBED ABOVE

1. Civilian Occ Series. GS/GM 511.\*
2. Army AOC. N/A.
3. Navy NOBC. N/A.
4. USAF AFSC. N/A.
5. USMC MOS. N/A.

### C. WHERE PERFORMED

1. The Defense Contract Audit Agency (DCAA) shall perform all necessary contract audit for the Department of Defense and provide accounting and financial advisory services regarding contracts and subcontracts to all Department of Defense components responsible for procurement and contract administration (DoD Directive 5105.36, reference (aa).) It audits over 13,000 contractors throughout the United States and abroad. The agency has about 150 field offices (60 resident and 90 branches). Resident offices are located at a given contractor location in which auditors are on-site full-time throughout the year. Branch offices service all contractors within a given geographical area (except resident offices) and generally provide coverage on a mobile bases. Suboffices are established

under Branches at significant contractor locations which do not warrant a resident office.

2. In addition to field auditor positions, a number of procurement liaison auditors are assigned at major buying commands to facilitate coordination and communication between field auditors and the procurement community. Staff auditors positions are found in DCAA's regional offices and Headquarters. They involve technical management of audits and audit policy formulation.

\* This series includes positions the duties of which are to advise, supervise, or perform work consisting of a systematic examination and appraisal of financial records, financial and management reports, management controls, policies and practices affecting or reflecting the financial condition and operating results of an activity; or analytical work related to the development and execution of audit policies and programs when such work requires the application of professional accounting knowledge, standards, and principles.



EDUCATION, TRAINING, AND CAREER DEVELOPMENT  
DESCRIPTION

This is a position category only and not a separate career field. The category may be used for faculty in acquisition schools, for management and oversight of acquisition education, training and career development programs, for student positions, for developmental acquisition positions, and for similar assignments. Such positions may instead be placed in a functional position category, particularly when the continued emphasis and requisite background for the position is in a specific discipline, such as contracting or program management.

A. DUTIES

1. Typical duties of faculty and educational administrators include managing, developing, conducting and evaluating acquisition education, training and career development program to include curriculum planning; research and consulting; evaluation and analysis of curriculum materials, training methodology, and instructional systems; and instructing students in acquisition subjects.

2. Developmental acquisition positions are used to provide a period of supervised acquisition experience and/or on-the-job training. Such positions may be at any grade level. Specifically excluded from being designated as a developmental acquisition position are the positions of program executive officer, program manager, deputy program manager, positions in which the duties involve managing or supervising acquisition personnel, and other positions that are essential to the acquisition process. If a developmental position is a critical acquisition position, the assignment of a person who is not a member of an Acquisition Corps shall require a waiver.

B. CIVILIAN OCCUPATIONAL SERIES AND MILITARY SPECIALTY CODES THAT FREQUENTLY INCLUDE THE DUTIES DESCRIBED ABOVE

Any.

C. WHERE PERFORMED

Acquisition schools, offices of the Directors of Acquisition Career Management (DACM), and, in the case of developmental acquisition positions, any acquisition organization.

D. POSITION TITLES

Professor, instructor, Executive-in-Residence, Executive Director, dean, DACM, and for student or developmental positions, any acquisition-related position title.

# DoD FUNCTIONAL BOARDS

<u>ACQUISITION FUNCTION</u>	<u>POSITION CATEGORY/CAREER FIELD INCLUDED IN DOD FUNC- TIONAL BOARD</u>	<u>OSD/OPR</u>
Acquisition Management	Program Management Communications-Computer Systems	DSMC
Procurement and Contracting	Contracting (including Construction) Purchasing (including Procurement Assistant) Industrial Property Management	Director, Defense Procurement
Systems Plan- ning, Research, Development, Engineering and Testing	Systems Planning, Research, Development, and Engineering T&E Engineering	DDR&E
Production	QA Manufacturing and Production	ASD (P&L)
Acquisition Logistics	Acquisition Logistics	ASD (P&L)
Business, Cost Estimating, and Financial Management	Business, Cost Estimating, and Financial Management	Comptroller (Chair and OPR for Business & Financial Management)  PA&E (OPR for Cost Estimat- ing)  AP&PI (OPR for Performance Measurement)
Auditing	Auditing	DCAA



SAMPLE DoD FUNCTIONAL BOARD CHARTER

DEFENSE \_\_\_\_\_ CAREER MANAGEMENT BOARD

CHARTER

A. PURPOSE

This charter prescribes the mission, composition, and responsibilities of the Defense \_\_\_\_\_ Career Management Board (hereafter referred to as the D\_CMB) and is issued under DoD Directive 5105.18, DoD Directive 5000.52, and DoD 5000.52-M, (references (ab), (a), and (g)). The D\_CMB is established by the Under Secretary of Defense for Acquisition (USD(A)).

B. MISSION

The mission of the D\_CMB is to advise and support the USD(A) in developing policies and procedures for civilian and military personnel in Defense \_\_\_\_\_ functions. As such, the D\_CMB shall act as the subject matter expert on the qualifications and career development requirements for the \_\_\_\_\_ career field. It shall also advise on other personnel assigned to \_\_\_\_\_ and \_\_\_\_\_ functions. It shall recommend goals and policies for maintaining a viable Acquisition Corps in the framework of DoD 5000.52-M; under and Pub.L.No. 101-510, (references (g) and (b)).

C. ORGANIZATION AND MEMBERSHIP

1. In advising the USD(A), the D\_CMB shall work with the Director, Acquisition Education, Training, and Career Development Policy Office, who serves as the focal point for all matters affecting the performance and proficiency of the acquisition workforce.

2. The D\_CMB shall consist of senior \_\_\_\_\_ officials, either Senior Executive Service or General and/or Flag officer level, from the DoD Components as follows:

a. The Deputy Assistant Secretary of Defense (\_\_\_\_\_) (or other appropriate official) shall serve as Chair of the D\_CMB. In the Chair absence, an alternate may be designated from among one of the representatives of the Military Departments.

b. A representative from the Office of the Assistant Secretary of Defense (Force Management and Personnel).

c. The Service Acquisition Executives of the Army, the Navy, and the Air Force shall each designate a senior representative and an alternate.

d. (The Directors of Defense Agencies that have \_\_\_\_\_ responsibility shall also be represented on the D\_CMB).

e. The Director, Acquisition Education, Training, and Career Development Policy; or alternate (ex-officio).

f. An Executive Secretary, as designated by the Chair.

(The recommendations of the D\_CMB shall be approved by the Chair and appropriately forwarded for decision or implementation.)

#### D. RESPONSIBILITIES

As the principal advisor to the USD(A) on \_\_\_\_\_ career program matters, the Board shall provide functional advice and recommendations in support of the overall Defense Acquisition Education and Training Program to the USD(A). It shall:

1. Determine the experience, education, and training requirements that are specified in DoD 5000.52-M (reference (g)) to carry out the DoD \_\_\_\_\_ function effectively.

2. Under reference (g) ensure that the \_\_\_\_\_ function in the Department of Defense is properly developed and implemented.

3. Review \_\_\_\_\_ curricula periodically to ensure that the material is current, complete and accurate.

4. Make recommendations on the establishment or disestablishment of mandatory \_\_\_\_\_ courses in support of the Acquisition Education and Training Program.

5. Periodically review requirements, allocations, quotas, student attendance, priorities, funding, and reports under reference (e) to ensure that they support the goal of attaining a fully qualified workforce.

6. Recommend starts for enhancement of technical competence in the \_\_\_\_\_ functional area to include crosstraining, internships, and career development and rotational assignments between various DoD Components as well as other Government Agencies.

7. Establish and review periodically the DoD criteria for designating \_\_\_\_\_ acquisition positions.

8. Monitor and evaluate the status of the \_\_\_\_\_ functional area in the Acquisition Corps of the respective DoD Components.

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9. Assist in periodic monitoring and evaluation of the effective implementation of DoD 5000.52-M (reference (g)) within the \_\_\_\_\_ functional area.

E. OPERATIONS

1. The D\_CMB shall establish liaison and coordinate with various offices involved in promoting the professionalism of the acquisition workforce to include Defense Systems Management College, Curriculum Advisory Council, and other appropriate Board, Agencies, and professional organizations.

2. The Board shall meet at least annually, before submission of the subsequent FY training budget. Additional meetings shall be at the call of the Chair.

3. Issues requiring the Board's attention that arise between meetings shall either be added to the agenda for the next meeting, or, at the direction of the Chair, shall be coordinated with each Board member by the Executive Secretary.

4. The Executive Secretary shall prepare minutes of meetings for approval of the Chair. Minutes of meetings shall be distributed to all members.

APPROVED:

DATE: